

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-107

OPENING DATE: 30 March 2007

CLOSING DATE: 30 April 2007

ANTICIPATED FILL DATE: 27 May 07

### POSITION TITLE AND NUMBER

Housing Officer  
PDCN R8729000 MD #: 1820-20L

### UNIT/ACTIVITY AND DUTY LOCATION

139<sup>th</sup> Regt (CA), NCARNG  
Ft. Bragg, North Carolina

### GRADE AND SALARY (Includes Locality Pay 16.18%)

GS-1173-09 \$45,106.00 - \$56,636.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 919-664-6431/6172.

**QUALIFICATION REQUIREMENT:** Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience*) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 919-664-6172/6431.

1. Knowledge of Department of Army and National Guard Bureau billeting management procedures and general business practices related to the management of government-owned housing facilities composed of a variety of accommodations and quarters and utilized via troop issue, paid billets, and inter-service agreements.
2. Skill in developing and implementing a variety of directives and instructions concerning the full range of billeting activities for application by residents and lower level housing personnel.
3. Knowledge of Department of Army, the State National Guard, and the training sites funding policies and procedures to assure funds are spent for authorized uses.
4. Skill in developing recommendations and planning documents containing justification for housing policies.
5. Knowledge of the basic principles, techniques, and methodology pertaining to the management planning, scheduling, coordinating and efficient use of Government-owned housing facilities.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT:** Assignment to a compatible Warrant Officer or Enlisted position in a NCARNG unit is mandatory. (WO: 92, 420A; Enl: CMF:42L; 92A/Y/Z)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Directs and reviews the assignment of troop buildings, furnishings, and equipment in the cantonment area in consideration of such factors as size of units, sex of troops, type of unit, serviceability and availability of building space and desire to maintain unit integrity while effecting maximum utilization of Space. Personally resolves controversies and problems that arise over the assignment of space. Directs the billeting program for VIP housing and bachelor and transient-type quarters. Oversees issuance of certificates of non-availability and the collection and records maintenance of costs of laundering linen, maid service, and other services directly connected with the operation of bachelor accommodations. Formulates tenant directives and instructions within the framework of installation housing requirements concerning assignments, terminations, inspections, maintenance, cleanliness, conservation of utilities, and other housing activities. Develops local instructions and directives concerning normal and priority assignment of quarters, maintenance and repair reporting procedures, non-availability of quarters procedures, and a Determines annual requirements and formulates budget estimate for operating supplies, maid service, laundry service, custodial services; personnel costs, etc. Manages special housing funds such as the Morale, Welfare and Recreation Fund, the Billeting Fund, etc. Serves as a member of the training Site's installation level facility improvement or construction board, Billeting Fund Council, Morale, Welfare and Recreation Committee, or other similar deliberative assemblies. Develops recommendations to improve the living conditions of residents and proposals or planning documents containing requests and justification for funds, personnel, or materials required to accomplish major housing facility activities. This includes such studies and recommendations as those affecting changes in billeting rates, number of employees, organization of work, billets to be maintained as operational, etc. Recommendations are typically based on studies such as operational costs versus collections or study of trends observed which indicate changing space requirements of troops. Schedules pre-occupancy and termination inspections and supervises the issue and turn-in of buildings to include the conduct of joint tenant-management inspections for the purpose of providing tenant directives and instructions; evaluating the cleanliness, maintenance, and habitability of quarters; and verifying inventory of furnishings and equipment issued. Coordinates the operation, maintenance, and utilization of troop buildings with other organizations in the training site to assure efficient and timely housing services, maintenance, alteration, minor construction, painting, and repairs. Supervises a warehousing operation responsible for receiving, storing, and issuing furnishings and equipment; equipping troop buildings in the cantonment area; maintaining an adequate amount of furnishings and equipment to fulfill supply demands; and maintaining accountability of property assigned to the Housing Division. Performs personnel management functions. Either directly or through subordinate supervisors, assigns work and reviews the results of work performed. Interviews personnel and makes selections or appropriate recommendations. Assures that all training needs are met and that required cross-training is accomplished to avoid backlogs. Establishes performance standards and completes or reviews employee performance of both state and federally employed subordinates. Determines overall leave schedule and is responsible for accountability of all personnel assigned to the division. Initiates personnel actions to fill vacant positions, reassign, promote, and change job structure, etc. Counsels employees, adjusts informal complaints and grievances through discussion with employee and union representatives, and initiates disciplinary actions as needed. Ensures that employees observe regulations and rules on housekeeping, conduct, and safety. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**